

Amber Wright

From: Jeanine LeBlanc
Sent: Monday, April 10, 2017 9:39 AM
To: Dorothy Wallis
Subject: RE: 2000224936 CTL Revised Februarys Reimbursement Invoice

Ms. Wallis:

My records show you have a Home Prenatal Care Educator 3 position vacant. If you fill this vacancy, I think the funds from this line will cover a part time salary through the end of the contract period.

j

From: Dorothy Wallis [mailto:dwallis@ctlm.org]
Sent: Tuesday, April 04, 2017 9:17 PM
To: Jeanine LeBlanc
Cc: Dorothy Wallis
Subject: 2000224936 CTL Revised Februarys Reimbursement Invoice

Evening Ms. LeBlanc;

We thank you for your recent correspondence. In reviewing our records we realized a miscue regarding the pay for the "Prenatal Outreach Nurse" Sarah Allemand. Sarah, previously worked full-time earning approximately \$3,057.68/month and as indicated, 48.0769231 % of her salary is chargeable to the grant. Sarah's salary has changed as she now maintains a part-time schedule. Therefore we are requesting permission to split the position and request approval to hire Cindy Lowman, RN., to share the "Prenatal Outreach Nurse" responsibilities. Ms. Lowman has over 10 years experience (see attached resume) with the Life choice project.

Because of the oversight, we have attached the revised February Request for Reimbursement Invoice. The corrected pages. Page 1, 2 and 3 are billed invoices and Page 7 is the replacement to the original page 7 Payroll Summary.

Should you have any questions, please feel free to contact me.

Loving Life,

Dorothy Wallis, M.Div.
President & CEO


225-215-0004 off
225-273-5931 fax
dwallis@ctlm.org

From: Jeanine LeBlanc [<mailto:Jeanine.LeBlanc.DCFS@LA.GOV>]
Sent: Monday, April 3, 2017 11:25 AM
To: Dorothy Wallis <dwallis@ctlm.org>
Subject: 2000224936 CtL Home Prenatal Care Nurse salary

Ms. Wallis:

Thank you for serving the residents of Livingston Parish, but this parish is already receiving services; we will be unable to reimburse services you provide in Livingston parish.

According to your contract budget, your Home Prenatal Care Nurse's salary is reimbursable at 48.0769231% of the gross salary amount. Please provide check stubs showing the gross amount of this position's salary to verify we are reimbursing the correct percentage.

Please have Care Pregnancy Clinic- Gonzales and Care Pregnancy Clinic Moss Bluff each sign a debarment certification and return a copy to me.

Please email this information to me no later than close of business Wednesday, April 5, 2017.

Thank you.

Jeanine LeBlanc

Jeanine LeBlanc
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"Teamwork can help you accomplish greatness."

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